

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540.428.8715

Fax: 540.347.5753

NOTICE OF CONTRACT RENEWAL

DATE: October 3, 2005

COMMODITY NAME: Vehicle Cleaning & Detailing

CONTRACT NUMBER: 16-04smc

CONTRACT PERIOD: September 1, 2004 – September 30, 2005
October 1, 2005 through September 30, 2006 (1st renewal)

RENEWAL OPTIONS: one (1) one-year renewal period

CONTRACTOR(s): Moon & Lisa Incorporated
319 Broadview Avenue
Warrenton, VA 20186
Ph: 540-347-6685
Fax: 540-347-2787
Contact: Judy Lee

TERMS: Net 45 days

DELIVERY: As Needed

FOR FURTHER INFORMATION CONTACT: Barb Whitehurst, Buyer
Phone: 540.428.8715

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL
USING DEPARTMENTS: This contract is the result of a competitive bid
program and its use must follow the FCG&PS Procurement Policy/Procedures
for the purchase of the commodity listed herein. Please see the reverse side of
this notice for further instructions regarding this contract.

By: _____
Barbara Whitehurst,
Senior Buyer, FCG&PS Procurement

INSTRUCTIONS

1. **Orders:** All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Pricing:
 - a. Clean exterior buses as specified in Section 1.1.1 - \$25.00/each bus
 - b. full detailing of School Buses as specified in Section 1.1.2 - \$100.00/each bus
 - c. Falcon Wash of vehicles as specified in Section 1.2.1 - \$12.00/each vehicle
 - d. Full detailing of vehicles as specified in Section 1.2.2 - \$100.00 each vehicle
 - e. Cardinal Wash for Sheriff's Office vehicles as specified in Section 1.3.1 - \$6.00/each vehicle